

Major Duties and Responsibilities:

These vouchers require considerable independence and judgment due to their level of complexity. They also include contracts and blanket purchase agreement which require an understanding of voluminous contractual material. The employee must master Access, Excel control systems, as well as procurement, travel and accounting systems. The employee must be able to effectively interface with Facilities, General Services sections and any agency subscribed to vouchering services. Employee rotates as Alternate Class B Cashier.

- **Invoice Liaison 30%**

Daily receives an average of 50 invoices. Then audits and pulls from Integrated Logistics Management System Portal (ILMS) purchase orders and receiving reports to match with the invoice.

Requests approval of the invoice from all agencies and works in coordination with Procurement to get the proper documentation for process. Next the position coordinates with warehouse and requests receiving reports for items purchased.

Inputs and keeps accurate records in the Invoice Tracking System database (Access/IT) on all invoices received. Enters all the necessary information to follow the process required in order to avoid lost invoices, errors and duplicate payments: vendor name, PO number, invoice number, dollar amount, name of contact employee in each section for approval of invoices.

Employee inputs the following information into ILMS/Invoicing: Invoice number, date of receipt of the invoice in FMO, vendor's invoice date, the amount of the invoice, the voucher number, and the vendor code. The invoice must then be scanned into ILMS.

Daily follows up via e-mail and phone calls with vendors, agencies, procurement and warehouse on status of unprocessed invoices and receiving reports. Provides to vendors, procurement and customers status of an invoice and tracks invoices in the approval process.

- **Examines contracts, vendor payments, utilities, leases, travel, and purchase cards 30%**

Examines difficult and complex administrative invoices from vendors, contracting and procurement offices for: leases and contracts for the Department of State and the serviced and non-serviced agencies represented at post. Position requires comprehension and understanding of complicated lease and contractual data. Responsible for establishing and maintaining controls in Access for the payment of leases.

Employee must calculate and prorate the costs of contracts between agencies and if necessary, billed agencies for the costs involved. Employee must compare voucher requests to contractual data to determine if payment is proper and also to determine if contracts are still valid. Voucher examiner frequently liaisons with General Services Office and is the point of contact with each vendor.

Examines purchase orders, contracts, authorizations and regulations, attaching all required supporting documents, verifying that fiscal data is correct and obtaining all required signatures prior to processing the payment.

Examines the Language Training Program for all agencies and FSI funding. This process involves verifying if the agency subscribes to the service and if there are funds available in order to assign the correct fiscal data before passing it to the accounting unit for funds verification.

The incumbent must reconcile twelve separate purchase card account payments once the cardholders submit the required supporting documentation. The incumbent must review the documents received for accuracy.

The incumbent reconciles the travel card. Employee ensures that travel authorization and cables with the respective fiscal data are attached. Also verifies that the airfare cost is in compliance with regulations. The examination process includes verification that: requested payments comply with often complex provisions, terms and conditions of appropriate agreements, or other authorizing documents; documentation is authentic, accurate, internally consistent and adequately supports claims; appropriate administrative approvals and evidence of receipt are included; sufficient funds have been obligated in advance; duplicate payments have not been made; payments are in accordance with applicable laws, regulations and procedures.

Incumbent reviews and examines 132 leases. Must ensure that lease payments are made in accordance with the terms of the lease. Employee must maintain liaison with Overseas Building Operations (OBO) and GSO Housing concerning all leases offsets. Employee is responsible for maintenance of Access to Real Property Application to tracks changes in the leases.

Reviews and prepares utility bills: water, electricity, cellphone and water reimbursement.

The aforementioned functions require the ability to design and maintain computer spreadsheets in order to track and allocate costs. Allocation of costs requires a thorough understanding of all facts of the contract in order to properly distribute the costs to the affected agencies and allotments. Also accumulates information on utility costs monthly on a residence-by-residence basis for use by the Facilities Manager and provides to the Financial Management Officer and to the Management Officer a report on electricity consumption.

The position requires knowledge of the contracting function at the Department of State. Employee must have substantial knowledge of the accounting system to correctly make cost allocations to various agencies and allotments. Examples of such contracts are the security, gardening, cleaning, transportation and utilities contracts.

Maintains files for all contracts and blanket purchase agreements and reviews amendments to these documents to update control records on recurring payments.

Provides expert guidance to Section Chiefs, administrative/budget assistants and vendors regarding the voucher examination process, regulations and procedures.

- **Processing payments 30%**

Prepares vouchers for payment, ensuring conformance with contracts, authorizations and regulations, attaching all required supporting documents, verifying that fiscal data is correct and obtaining all required signatures prior to certification. Maintains vendor files and other payment records as specified.

Employee must calculate and prorate the costs of contracts between agencies and if necessary, bill agencies for the costs involved. Employee must compare voucher requests to contractual data to determine if payment is proper and also to determine if contracts are still valid. Voucher examiner must make frequent liaison with General Services office and is the point of contact with the vendors.

The voucher examination process includes verification that: requested payments comply with often complex provisions, terms and conditions of appropriate agreements, or other authorizing documents; documentation is authentic, accurate, internally consistent and adequately supports claims; appropriate administrative approvals and evidence of receipt are included; sufficient funds have been obligated in advance; duplicate payments have not been made; payments are in accordance with applicable laws, regulations and procedures.

Process journal vouchers by pay period for funds transfer from the Department of State and other agencies for special project coordinators working in their sections and payroll transfer related to overtime. Also prepares funds transfer among agencies on leases and utilities.

Process VIP visits (not Post Funds) for the following groups: CODEL, TREASURY, AMBASSADOR VISITS, and STAFFDEL.

Control of funds: assigns availability of funds to Purchase orders, GSO work orders and travel authorizations.

Payments for local hospitalization and physical payments: prepares a cable to MED/WASH reporting all expenses incurred. Also, prepares a letter of bill for collection for employees with copies of all the bills for submission to employee's insurance company. Follows up with employee on insurance reimbursement and submits a final cable to MED/WASH.

Calculates and processes travel voucher claims and advances for invitational and participant travelers, travel reimbursements, medical evacuations, and emergency visitation for all agencies at post except AID (outside of E2).

Approves travel advances in E2 when the advances are processed after the travel authorizations have been previously approved without a travel advance.

Assigns a voucher number into the E-Voucher for tracking purposes. Enters data into the Regional Financial Management System for issuance of checks or EFT.

Maintains voucher files and other payment control records as required.

Scans all vouchers processed for electronic file into E-Voucher and notifies all vendors on payment status of outstanding invoices

Prepares ICASS workload counts for the vouchering cost center for non-serviced agencies on a quarterly basis.

Provides backup for colleagues in the Vouchering and Payroll Unit. Perform other duties and assignments, as required.

- **Alternate Cashier 10%**

Perform cashier duties as substitute for Class B cashier during normal cashier operations, temporary or long-term absences and in emergency situations. Has a permanent advance of \$5,000.

The incumbent is the substitute for the Class B Cashier for all agencies in El Salvador.

Responsible for administering cash transactions, (i.e., disbursement, examination, receipt, replenishment and safekeeping.) Performs a variety of cash transactions, such as petty cash payments, travel advances, travel vouchers, representation vouchers and emergency cash payments, collections, deposits and accommodation exchange. Provides guidance to 15 sub-cashiers. Performs cashiering duties during auction sales for the Mission.

Note: This position in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to follow any other instructions and to perform any other duties requested by his or her agency.